



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, ALABAMA 35404-1060
205-556-7060
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JIM REDDOCH, J.D.
COMMISSIONER

ROXANNA T. BENDER, MS
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION

JOB TITLE: Administrator I

NUMBER: 14-13

JOB CODE: A1000

POSITION NO.: 8836039

JOB LOCATION: Taylor Hardin Secure Medical Facility
1301 Jack Warner Parkway NE
Tuscaloosa, AL 35404

DATE: 11-14-14

SALARY RANGE: 67 (\$30,724.80 - \$46,615.20)

QUALIFICATIONS: Bachelor's degree in business administration, public administration, health services, criminal justice, or related field. Some experience (12 months or more) in the mental health field.

KIND OF WORK: Will serve as the Admissions Officer and Court Liaison. Coordinates admissions/outpatients/discharges. Receives/screens applications for admission/outpatient. Provides other Admissions Officers at other facilities with assistance in forensic patients/screening referrals. Provides supervision and serves on the Forensic Task Force. Performs other related duties.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Ability to understand and follow written and oral instructions. Ability to firmly but tactfully deal with patients and the public. Ability to write clear and concise reports. Knowledge of Code of Alabama, 1975. Ability, skill and knowledge of computer programs.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an Application for Professional Employment, which may be obtained from this office. Application should be returned to the Personnel Office (at the address above) by **11-28-14** in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application.

***A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). JCAHO ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**